



Memorandum

To: Directors of Science, NASA Centers

From: Colleen Hartman, SMD

cc: Division Directors, SMD
Research Lead, SMD
R&A Resource Leads, NASA Centers

Subject: Instructions for uploading Civil Servant Labor Budgets for ROSES Proposals

Date: April 20, 2012

This memo supersedes the prior memo on the same subject, dated October, 2010.

General Guidance

We are continuing our prior policy: NASA Civil Servants are not to include their salary and overhead costs in ROSES proposals. As before, NASA civil servants should include their time commitments and the costs of their procurements, just like everyone else, but not their salary and overhead costs in either the cover pages or the body of ROSES proposals. Their labor budgets must be uploaded separately from the ROSES proposals as described in the Specific Guidance section below, and the walkthrough file associated with this memo called *CSlaborROSESWalkthrough.pdf*.

As before, this rule applies only to the ROSES solicitation, not to any other solicitation from SMD or any other Directorate. The rule does not apply to Civil Servants from other government agencies who apply for funding via ROSES (USGS, NRL, etc.) nor to non-Civil Servant employees at NASA centers, including JPL.

Specific Guidance

There are only two changes from prior years:

First, rather than one single NASA Civil Servant Labor response structure for all of ROSES, there are now many, one for each program element, as seen on pages 2 and 3 of the attached file *CSlaborROSESWalkthrough.pdf*.

Second, there are a series of questions in the Program Specific Data section that we would like you to answer. Your answers will be used in a database of some essential values, such as total funds for the center, labor funds per year, etc, in order to help eliminate incidents of Civil Servant Labor being incorrectly accounted for or entirely absent from awards. Please answer the questions proposal by proposal, as found on page 7 of *CSlaborROSESWalkthrough.pdf*. Alternatively, those centers that have central offices for proposal submission may provide this information in a spreadsheet with this data by ROSES program element. An example spreadsheet is attached.

I appreciate your help as we continue to improve our systems and I look forward to working together with you to enable some of the most exciting science investigations in the world.

Sincerely,

Colleen Hartman
Assistant Associate Administrator
and Acting Chief Scientist